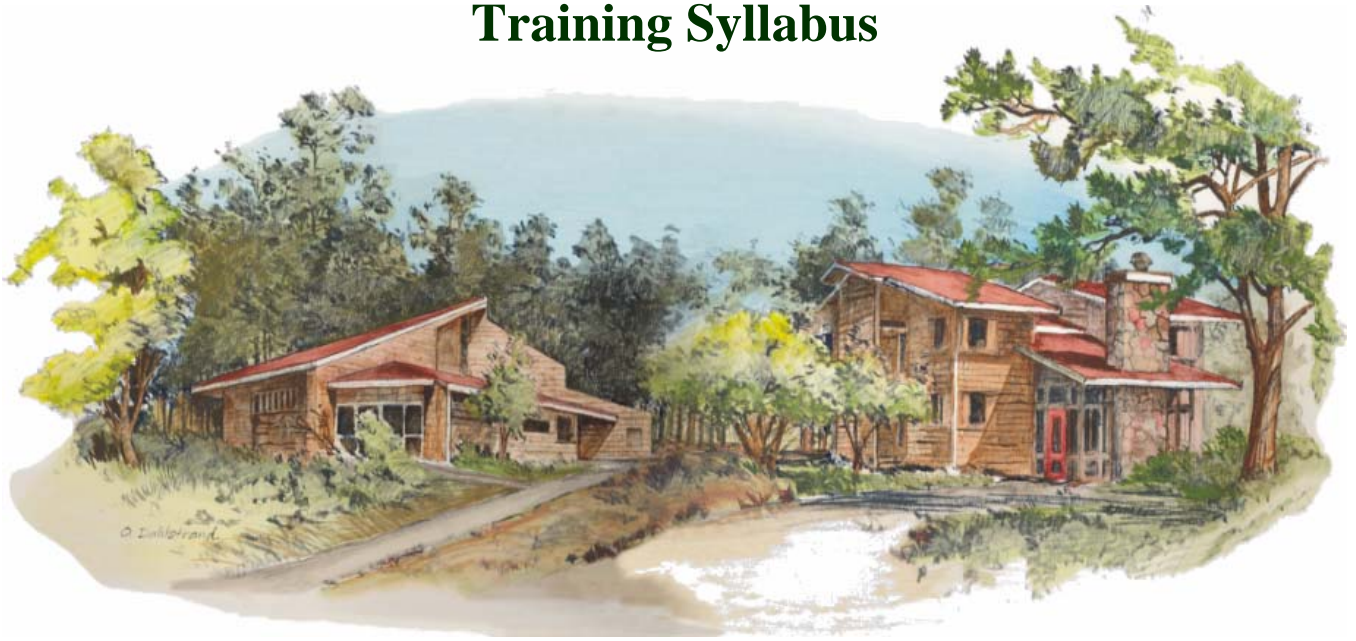


Museum Collections Management Advanced

September 16-21, 2007

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: August 2, 2007

To: Supervisor

From: **Department of Parks and Recreation**
William Penn Mott Jr. Training Center

Subject: Museum Collections Management Advanced Group 1

An employee from your office will soon be attending the formal training program described in the attached. Please insure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work.

You can assist with capturing the full value of the training by taking the following steps:

Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Coordinator.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace and review the due date of the Post-Training Evaluation form.
3. Support the employee's use of the training at the work place.

Prior to Three Months Following Training

1. Employee after discussion with the supervisor login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and login to the ETMS to complete the Training Effectiveness Assessment form.

Thank you for your assistance in seeing that the full benefit of training is realized.



Michael D. Green
Acting Department Training Officer

Attachment

cc: Participant

TABLE OF CONTENTS

Formal Training Guidelines	1
Directions and Parking	5
Program Attendance Checklist.....	7
Pre-Training Assignment.....	8
Post-Training Assignment	9
Agenda.....	10
Program Outline	12
Objectives	13
Map	22

Mission Statement Training Office

***The mission of the Training Office is to improve organizational
and individual performance through consulting, collaboration,
training and development.***

TRAINING CENTER STAFF

Michael Green..... Department Training Officer (Acting)
Joanne Danielson Academy Coordinator
Chuck Combs..... Training Specialist
Dave Galanti Training Specialist
Sara Skinner Training Specialist
Michelle Gardner Cadet Training Officer
Connie Breakfield..... Cadet Training Officer
Pat Bost Office Manager
Pamela Yaeger Assistant Program Coordinator
Edith Alhambra..... Assistant Program Coordinator
Bill Spencer Assistant Program Coordinator
Summer Kincaid..... Assistant Program Coordinator
Eric Marks Assistant Program Coordinator
Patrick Moxon Program Assistant

THE MISSION

of the California Department of Parks and Recreation is to provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.



FORMAL TRAINING GUIDELINES

Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center, and other locations including Marconi Conference Center and, most recently, the Two Rivers Training Facility in Sacramento. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus. The syllabus outlines what you can expect from this training and what is expected of you. It also details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **TRAINING LOCATION:** The training for this program will occur at the Two Rivers Training Facility located at One Capitol Mall, Suite 350, Sacramento, CA 95814. One Capitol Mall is located on Capitol Mall (a street in downtown Sacramento), immediately east of the historic Tower Bridge. A map and directions to the training facility are included in this syllabus. The building is immediately to the south of the Old Sacramento tourist area.
2. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS). You should print a copy of the syllabus to bring with you to class. Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.

3. PRE-TRAINING ASSIGNMENTS: Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading and other assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources. (Pre-training assignments are listed in the "Training Attendance Requirements" section.)
4. TRAVEL: Arrange your travel to and from Sacramento through your District or Office. (No reimbursement for travel expense -- including per diem costs -- will be approved for travel not specifically authorized in advance by the District Superintendent.) Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6. The Training Office does not have the capability to provide transportation to or from the Sacramento International Airport.
5. HOUSING: A block of single-room suites are reserved at the Hawthorn Suites for the Museum Collections Management Advanced Group 1. Please contact the hotel at 1-800-767-1777 before **Wednesday, September 5, 2007** to reserve a room in your name. When you call, please inform the hotel that you are with the Museums Collections Management Advanced Group 1. The room and tax is billed to the Department, so you will not need to present a credit card unless you accrue any incidental charges during your stay at the hotel. Your stay at the Hawthorn Suites also includes a full, hot breakfast buffet daily from 5-9 AM and Reception 5-6:30 PM if interested.

Your accommodations will be paid for by the Training Office. You may choose to stay in another facility; however, securing lodging at another location will be at the participant's own expense. Housing will be available from 3:00 p.m. on the date of arrival until 12:00 noon on the date of departure. If you need to cancel or change your reservation, you must contact the Hawthorn Suites directly. When you arrive at the Hawthorn Suites, go directly to the front desk for your room key.

The hotel is located at 321 Bercut Drive, Sacramento.

6. MEALS: Meals are arranged at the discretion of the participant. There are numerous restaurants within walking distance of the Two Rivers Training Facility and elsewhere in the downtown Sacramento area. The Training Office will reimburse the cost of your meals at the current per diem rate. Send a Travel Expense Claim (Std. 262a) to Mott Training Center for approval and processing. (The Training Officer will reimburse meals starting with dinner on the first day and ending with lunch on the last day.)
7. PARKING: There is a public lot (the Tower Bridge lot, operated by the City of Sacramento) located directly west of the One Capitol Mall building where your training will occur. Please see the attachment for exact locations and cost. You will be reimbursed for parking by the Training Office via a Travel Expense Claim (Std. 262a).

8. CLOTHING: **Field uniforms are not required.** Professional business attire must be worn.
One Capitol Mall houses both Department offices and offices of numerous private sector organizations. As such, the image we project as State Park employees is important. The clothing you wear should be appropriate.
9. BREAK TIMES: Participants will be given break times throughout the training day to visit the first-floor coffee kiosk, make telephone calls, etc. Please be considerate of your fellow Department employees and other groups working in adjoining office spaces by not requesting from them special use of telephones, copiers, fax equipment, etc. In addition, please be considerate of your fellow employees' work schedules by limiting your visitation to other Department offices during breaks or before or after formal training. Loud conversations, laughter, etc. should not be conducted in the hallway areas at any time.
10. COURSE LEADERS: The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.
11. TRAINING OFFICE STAFF: Sara Skinner (831-649-2961) is your contact while attending the course and has been assigned responsibility for your training group as well as for your training program. During the program, you may be asked to assist Training Office staff in the logistics of your training program; please work with Training Staff to help make your training experience pleasant and meaningful.
12. TRAINING MATERIALS: Training materials may be made available to you at both your unit and the Two Rivers Training Facility. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials. Bring your own pens and pencils.
13. ATTENDANCE: Regular attendance is a critical course requirement and your participation is important to the success of this training. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
14. CELL PHONES: As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Please limit those calls to your breaks.
15. FAX: The Two Rivers Training Facility's FAX number is (916) 319-9656.

16. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call (916) 319-9657.
17. COLLEGE CREDIT: Most Training Office programs are accredited by Monterey Peninsula College for lower division credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.
17. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor.

**California State Parks
Two Rivers Training Facility
One Capitol Mall, Suite 350
Sacramento, CA 95814**

Directions

Downtown Sacramento streets are labeled numerically and alphabetically. The Two Rivers Training Facility is located at One Capitol Mall, Suite 350, which is a private sector office building located on Capitol Mall (a street name) immediately east of the Tower Bridge (notable for its gold paint color).

Capitol Mall (the street) extends west from the steps of the State Capitol to the Tower Bridge. Although access to the building is possible from either the west (across the bridge from West Sacramento) or east (from the Capitol and downtown Sacramento), access to the parking facility can only be gained going westbound (from downtown Sacramento and the Capitol).

Entrance to One Capitol Mall is on the south side of the building, across from the Embassy Suites hotel. Take the lobby elevators to the third floor and proceed all the way down the hallway (making a left turn as you go) to Suite 350.

One Capitol Mall is not directly served by Sacramento's light rail system.

Driving Directions:

From **Sacramento Airport:** Drive south on Interstate 5 (towards downtown Sacramento) about nine miles to the J Street exit. Keep to the far right as you exit the freeway. Turn right on 3rd Street (which is the stoplight at the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

From points **north:** Use the Sacramento Airport directions from either southbound Interstate 5 or southbound Highway 99 (which runs into Interstate 5 north of downtown Sacramento).

From points **west:** Take Interstate 80 eastbound to Highway 50 / Business Interstate 80. Continue east to Interstate 5, head north to the J Street exit. Turn right on 3rd Street (the stoplight at the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

From points **east:** Take Interstate 80 or Highway 50 to Interstate 5 (downtown Sacramento). Head north on Interstate 5 to the J Street exit. Turn right on 3rd Street (the stoplight at

the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

From points **south**:

From northbound Highway 99, proceed to downtown Sacramento. Go west on Highway 50 to northbound Interstate 5. Head north on Interstate 5 to the J Street exit. Turn right on 3rd Street (the stoplight at the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

From northbound Interstate 5, head north to downtown Sacramento. Continue north to the J Street exit. Turn right on 3rd Street (the stoplight at the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

Parking

Parking is at the Tower Bridge lot, operated by the City of Sacramento, located directly west of One Capitol Mall. Entrance to the parking lot is off of Front Street, which is the right turn between One Capitol Mall and the Tower Bridge. Access to Front Street can only be accomplished from westbound Capitol Mall (from downtown Sacramento). Participants traveling eastbound from West Sacramento need to make a “U” turn to come back westbound to enter Front Street.

Parking cost is \$15 per day, subject to change without notice. Parking fees will be reimbursed by the Training Office using a Travel Expense Claim (Std. 262a).

PROGRAM ATTENDANCE CHECKLIST

To assist you in preparation for formal training at Two Rivers Training Facility, the following list is provided:

Call the Hawthorn Suites at 1-800-767-1777 before Wednesday, September 5, 2007 to secure your lodging. State that you are with the Department of Parks and Recreation Museum Collections Management Advanced Group 1 and confirm your lodging. Securing lodging at another location will be at participant's own expense.

1. Read and understand the Museum Collections Management Advanced syllabus prior to your arrival at Two Rivers Training Facility.
2. Arrange your travel through your District/Unit Office.
3. Complete the following pre-training assignments:
 - a. Review the Post-Training Assignment page in this syllabus with your supervisor.
 - b. Complete the Pre-Training Assignment on the following page.
4. Remember to bring the following with you to training:
 - ☐ Museum Collections Management Advanced syllabus
 - ☐ Alarm clock
 - ☐ Pens and pencils
 - ☐ Pre-training assignments
 - ☐ Optional: camera and binoculars
 - ☐ Coffee cup and/or refillable water bottles
5. Uniforms are not required for this program. However, when packing your suitcase please consider we represent the Department when in class and during on-site visits:
 - ☐ We will do some walking both in and outdoors, please bring suitable shoes and clothing.

If you have questions or need assistance, contact Sara Skinner, Training Specialist:

Phone: 831-649-2961
Fax: 831-649-2824
Email: sskinner@parks.ca.gov

PRE-TRAINING ASSIGNMENT

Please gather the following materials and send them to Donna Jones, Archaeology, History and Museums Division, 1416 9th Street, Room 902, Sacramento, CA 95814 in time to be received by September 5.

A one-page description of conservation or collections-related work you have had done in your park(s) within the last three years. Please include at least two and no more than five images in a format that can be projected (slides or digital images). You will be asked to make an oral presentation based on this material during the course. Donna will put all the images in one slide show for efficiency, so it is critical that your materials arrive by September 5.

POST-TRAINING ASSIGNMENT

Prior to ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee. Then both the supervisor and employee should login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form (an email will be sent to both employee and supervisor notifying them that the evaluation needs to be completed). Once you login to the ETMS, you will need to fill out the evaluation form.

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Center in providing a return on the investment the Department has on training.

MUSEUM COLLECTIONS MANAGEMENT ADVANCED GROUP 1
September 16, 2007 – September 21, 2007

Sunday

September 16

1500	REGISTRATION: <i>Check-in at Hawthorn Suites</i> <i>(out-of-town participants only)</i>	All
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Monday

September 17

0800-0900	Welcome and Introductions	Franklin/Skinner
0900-1000	The State of Museum Collections in California State Parks	TBA
1000-1100	Proposition 84: Is It Coming to Your Park?	Jones/Ruffolo
1100-1200	Step Up and Lay Your Money Down: Contracting	Jones/Kepley
1200-1300	Lunch	
1300-1400	What Have You Been Doing Lately? Part I	Group
1400-1500	California Indian Heritage Center Update	Wood
1500-1600	California Indian Basketry Study	Bibby
1600-1700	NAGPRA Update	Hennum

Tuesday

September 18

0800-0900	Museum Services: What Can We Do For You?	Franklin
0900-1000	New Ideas about Museum Storage Environments	McGuire
1000-1100	Breakout sessions (choose one of the following):	
	1. TMS Treasure Hunts	Yeung/Lamb
	2. Ceramics in State Park Collections	Felton
	3. Basics of Intellectual Property Rights	Hennum
1100-1200	What Have You Been Doing Lately? Part II	Group
1200-1300	Lunch	
1300-1330	Travel to West Sacramento	
1330-1400	Tour the State Archaeological Collections Research Facility	Farris
1400-1500	Tour the State Museum Resource Center and California State Railroad Museum Storage Facilities	SMRC and CSRM Staff
1500-1630	Plan It, Pack It, Install It: Do It Right	Stiny/Young
1630-1700	Travel to the California Museum	
1700-1900	Evening Reception and Tours at the California Museum for History, Women and the Arts	Fields/Meeker/

MUSEUM COLLECTIONS MANAGEMENT ADVANCED GROUP 1
September 16, 2007 – September 21, 2007

Wednesday
September 19

0800-0900	Travel to Coloma	
0900-1000	Disaster Preparedness: Lessons from the Angora Fire	Panel
1000-1200	Protecting Historic Structures from Wildfire	Harrison
1200-1300	Lunch	
1300-1400	Tour of New Exhibits and Collections Storage Areas	MGDSHP Staff
1400-1600	The Curator's Role in SEMS	Price
1600-1700	Travel to Sacramento	

Thursday
September 20

0800-0900	Scope of Collections Statements: A New Look	Hennum
0900-1000	De-accessioning Without Fear	Lamb
1000-1100	Real-life Success Stories of De-accession	Fry/Halteman
1100-1200	Special Events in Museum Environments	Dillard/Quist
1200-1300	Lunch	
1300-1400	What Have You Been Doing Lately? Part III	Group
1400-1500	Your Collection's Emergency Plan	Franklin
1500-1700	Conservation Practices	TBA
1730-1930	Optional Evening Social Activity	

Friday
September 21

0800-0900	Look to the Future: A New Collections Facility	McGuire
0900-1000	Freeze-Frame: Nitrate Negatives and You	Valdez/Jorae
1000-1100	New Technologies for Collection Managers	Lamb/Yeung
1100-1200	Wrap-up and Evaluations	Franklin/Skinner

MUSEUM COLLECTIONS MANAGEMENT ADVANCED

PROGRAM OUTLINE

36 Hours

INTRODUCTION, ORIENTATION, CONCLUSION AND EVALUATION 3

MUSEUM COLLECTIONS MANAGEMENT21

The State of Museum Collections in California State Parks

California Indian Heritage Center Update.....

California Indian Basketry Study

NAGPRA Update

Museum Services: What Can We Do For You?

New Ideas about Museum Storage Environments

Tour of the State Archaeological Collections Research Facility

Breakout Sessions: TMS Treasure Hunts, Ceramics in State Park.....

Collections, or Basics of Intellectual Property Rights.....

Tour of State Museum Resource Center and California State

Railroad Museum Storage Facilities

Plan It, Pack It, Install It: Do It Right.....

Reception and Tours at the California Museum for History,

Women and the Arts.....

Tour of New Exhibits and Collections Storage Areas at Marshall

Gold Discovery SHP

Scope of Collections Statements: A New Look

Freeze-Frame: Nitrate Negatives and You.....

De-accessioning Without Fear

Real Life Success Stories of De-accession.....

Looking to the Future: A New Collections Facility

Special Events in Museum Environments

New Technologies for State Parks Collection Managers.....

DISASTER PREPAREDNESS..... 5

Disaster Preparedness: Lessons from the Angora Fire.....

Protecting Historic Structures from Wildfire.....

Your Collection's Emergency Plan

The Curator's Role in SEMS

CONTRACTING AND FUNDING 2

Step Up and Lay Your Money Down: Contracting.....

Proposition 84: Is It Coming to Your Park?

CONSERVATION STUDIES..... 5

Conservation Practices

What Have You Been Doing Lately?

Total Hours**36**

MUSEUM COLLECTIONS MANAGEMENT ADVANCED

INTRODUCTION AND ORIENTATION

Purpose: Participants will meet each other and the program coordinators, review program content, and share expectations. Class registration materials will be completed.

Performance Objectives: By the close of the session each participant will

1. Identify the content of the course, expectations of class participation, and means of evaluation.
2. Complete Monterey Peninsula College registration forms.

THE STATE OF MUSEUM COLLECTIONS IN CALIFORNIA STATE PARKS

Purpose: To share information on current events and issues within California State Parks affecting museum collection management, and to provide information about the role of the Archaeology, History and Museums Division in the current organizational structure.

Performance Objectives: By the close of the session each participant will

1. Recognize the Department's current approach to managing museum collections and historic sites.
2. Ask questions of the Archaeology, History and Museums Division Chief or senior staff.

PROPOSITION 84: IS IT COMING TO YOUR PARK?

Purpose: To provide information about Proposition 84 funding and how it may affect museum collection managers.

Performance Objectives: By the close of the session each participant will

1. Identify the types of projects and programs may be funded by Proposition 84.
2. List the processes and standards by which projects and programs may be evaluated for funding.

STEP RIGHT UP AND LAY YOUR MONEY DOWN: CONTRACTING

Purpose: To provide guidance and tips to streamline the process of writing a contract for conservation.

Performance Objectives: By the close of the session each participant will

1. List the pitfalls and advantages of non-competitive bid contracts, small business contractors, the hazards of the follow-on rule, why you might want to make a bid show optional, how to craft concise and logical qualification requirements, when Agency gets involved, and other deadly details.
2. Recognize the many ingredients that make up a successful contract, from signatures to deliverables through references and questions not asked.
3. Identify the beauty and snares of writing simple 285s.

WHAT HAVE YOU BEEN DOING LATELY?

Purpose: To provide awareness and share information regarding recent museum collections projects and accomplishments in park units on a statewide basis.

Performance Objectives: By the close of the session each participant will

1. Discuss the conservation and other museum collections projects that have been completed in state parks within the past three years.
2. List who they can contact for guidance regarding similar conservation and collection management issues in their park units.

CALIFORNIA INDIAN HERITAGE CENTER UPDATE

Purpose: To inform participants of the current developments, plans and progress of the California Indian Heritage Center.

Performance Objectives: By the close of the session each participant will

1. Describe the current status of the California Indian Heritage Center.
2. Explain the planning process, from site selection to design based on the desired functions and facility concepts.

CALIFORNIA INDIAN BASKETRY STUDY

Purpose: Share information about the Department's collection of California Indian basketry obtained during a recent inventory and analysis of the collection.

Performance Objectives: By the close of the session each participant will

1. Identify the significance of the collection and its relationship to California history.
2. Describe methodology and tools used to complete the research project.

NAGPRA UPDATE

Purpose: To inform participants of the latest changes in NAGPRA laws and to ensure that participants understand the Department's Native American Graves Protection and Repatriation Act (NAGPRA) program.

Performance Objective: By the close of the session each participant will

1. Identify what NAGPRA is, DPRs program for compliance, and the role of the museum collections manager in NAGPRA.

MUSEUM SERVICES SECTION: WHAT CAN WE DO FOR YOU?

Purpose: To familiarize the participants with the staff and services of the Museum Services Section in the Archaeology, History and Museums Division.

Performance Objectives: By the close of the session each participant will

1. Describe the role of the Museum Services Section in the Department's museum collection management program.
2. Demonstrate how to request technical assistance and other services provided by the Museum Services Section.

NEW IDEAS ABOUT MUSEUM STORAGE ENVIRONMENTS

Purpose: Share the latest research about the ideal environment for museum storage obtained during an ongoing study for a new California State Parks central collections facility.

Performance Objectives: By the close of the session each participant will

1. Identify the latest research on creating environments for museum objects in storage.
2. Describe the Department's progress towards replacing its existing central collections facilities with new, improved facilities.

STATE ARCHAEOLOGICAL COLLECTIONS RESEARCH FACILITY (SACRF) TOUR

Purpose: Acquaint participants with the SACRF facility and its role in managing the archaeological collections of the Department.

Performance Objectives: By the close of the session each participant will

1. List the purpose of the SACRF and the range of collections managed there.
2. Describe the features and benefits of the SACRF's compact storage system.
3. Explain the Accession Number request form (DPR 663), when it should be requested and how it is managed.

BREAK-OUT SESSIONS

Purpose: Give participants the opportunity to become knowledgeable in one of three topics related to museum collection management: use of the museum collections database (TMS), identification, and dating of ceramic materials, or intellectual property rights.

Performance Objectives: By the close of the session each participant will have achieved one of the following objectives

1. TMS Treasure Hunts: Run searches and create basic reports in the Department's collection management database, The Museum System (TMS).
2. Ceramics in State Park Collections: Identify and differentiate between Mexican and Mission pottery, Asian ceramics, and British/American ceramics.
3. Basics of Intellectual Property Rights: Demonstrate what steps to take when providing images to publishers, the media, and others. Understand how to use intellectual property that belongs to others for exhibits or publications.

TOUR OF STATE MUSEUM RESOURCE CENTER AND CALIFORNIA STATE RAILROAD MUSEUM STORAGE FACILITIES

Purpose: Acquaint participants with the Department's museum collection storage facilities in West Sacramento and the collections housed there. Engage the participants in a discussion about the challenges and costs of museum storage.

Performance Objectives: By the close of the session each participant will

1. Identify the facilities and collections managed by the State Museum Resource Center and the California State Railroad Museum.
2. List the priorities of the SMRC and CSRM for improving storage conditions.

PLAN IT, PACK IT, INSTALL IT: DO IT RIGHT

Purpose: Familiarize participants with the pre-planning steps necessary for exhibit, proper and state-of-the-art packing materials and techniques, and the right way to unpack and install exhibits.

Performance Objectives: By the close of the session each participant will

1. Describe the pitfalls of poor planning and the necessary lead time and forethought required to do it well.
2. Recognize the need and techniques involved in high quality packing necessary to prevent damage and ensure that collections are protected during the high-risk periods of packing, shipping, unpacking and installation.

RECEPTION AND TOURS AT THE CALIFORNIA MUSEUM FOR HISTORY, WOMEN AND THE ARTS

Purpose: Familiarize participants with the partnership between California State Parks and the California Museum related to exhibitions of museum collections. Allow participants to study the mounting methods used to display museum objects loaned by State Parks to The California Museum.

Performance Objectives: By the close of the session each participant will

1. Describe the two exhibitions of State Park objects: "Treasures of Hearst Castle" and "Treasures from the Trunk: California Pioneers' Quilts and Textiles."
2. List the methods used to mount fragile museum objects safely within an exhibition setting.

DISASTER RESPONSE: LESSONS FROM THE ANGORA FIRE

Purpose: Using the Angora Fire as a case study, explore the role of the collections manager when collections are threatened in an emergency situation and understand the critical planning and response needed in a crisis.

Performance Objectives: By the close of the session each participant will

1. Describe how the Sierra District collections staff responded to the threat of fire at Emerald Bay SP.
2. List the necessary steps to take to protect museum collections in an emergency.

PROTECTING HISTORIC STRUCTURES FROM WILDFIRE

Purpose: Introduce participants to the available options for protecting historic structures from wildfire, including vegetation management, water, Class A foam, and Class A gel.

Performance Objectives: By the close of the session each participant will

1. Describe the Department's responsibility for protecting historic and non-historic facilities from wildfire.
2. Identify the characteristics of Class A foam and gel, and their advantages and risks.
3. List how Class A foam or gel could be used to protect a State Park facility.

YOUR COLLECTIONS EMERGENCY PLAN

Purpose: Encourage each participant to create or update an emergency plan for museum collections in their care. Provide a template for a basic collections emergency plan.

Performance Objectives: By the close of the session each participant will

1. Discuss the importance of having an emergency plan for collections at each park unit.
2. Construct a basic collections emergency plan.

THE CURATOR'S ROLE IN THE STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

Purpose: Give participants an overview of SEMS and how that would fit into the system during an emergency at their park unit.

Performance Objectives: By the close of the session each participant will

1. Describe the purpose of SEMS and how the Department uses the system in disasters and emergencies.
2. Identify their role in SEMS as a museum collections manager.

TOUR OF NEW EXHIBITS AND COLLECTIONS STORAGE AREAS AT MARSHALL GOLD DISCOVERY SHP

Purpose: Introduce participants to the park's new museum exhibits on gold discovery and the California gold rush. Acquaint participants with the park's collections in storage and on exhibit.

Performance Objectives: By the close of the session each participant will

1. Describe the interpretive goals of the new exhibits in the park's museum.
2. List the challenges of storing museum objects in historic structures.

SCOPE OF COLLECTIONS STATEMENTS: A NEW LOOK

Purpose: Introduce participants to a revised version of the Department's *Guidelines for Writing a Scope of Collections Statement*. Encourage participants to write or update a Scope of Collections Statement (SOCS) for the collections in their care.

Performance Objectives: By the close of the session each participant will

1. Restate the purpose of a SOCS and how it fits into the Department's collection management policy.
2. Explore a revised set of guidelines for writing a SOCS.

DE-ACCESSIONING WITHOUT FEAR

Purpose: Distribute and introduce a revised chapter on de-accessions in the Department's *Museum Collections Management Handbook: Volume 2*.

Performance Objectives: By the close of the session each participant will

1. Explain how to initiate a de-accession proposal.
2. Describe the de-accession process as outlined in the new *Handbook* chapter.

REAL-LIFE SUCCESS STORIES OF DE-ACCESSION

Purpose: Present case studies of recent de-accessions by the Department to encourage participants to undertake their own.

Performance Objectives: By the close of the session each participant will

1. Restate the steps and ingredients of successful de-accession proposals.
2. Assess the successes of others and be motivated to begin their own.

FREEZE-FRAME: NITRATE NEGATIVES AND YOU

Purpose: Present information on current practices in DPR to preserve nitrate negatives, including safety requirements and digitizing processes.

Performance Objectives: By the close of the session each participant will

1. List safe practices and who to contact for assistance with their nitrate negative collections.
2. Describe proper techniques for handling and digitizing such collections and how to ensure they are preserved safely and correctly.

CONSERVATION PRACTICES

Purpose: Expose participants to recent developments in the field of conservation.

Performance Objectives: By the close of the session each participant will

1. Describe current practices, materials, and appropriate treatments in conservation.
2. Recognize when a conservator is needed.
3. Demonstrate what to ask for in conservation RFPs, from qualifications to techniques.

LOOKING TO THE FUTURE: WORKING TOGETHER IN A NEW COLLECTIONS FACILITY

Purpose: Gather input from participants on the features and services needed in the Department's new central collections facility. Discuss the ideal relationship between field units and headquarters units in the new facility.

Performance Objectives: By the close of the session each participant will

1. Express their needs for collections storage and access.
2. Recognize the needs of other participants from field units and headquarters units.

SPECIAL EVENTS IN MUSEUM ENVIRONMENTS

Purpose: Explore the risks and benefits of hosting receptions, dinners, or other special events in museums.

Performance Objectives: By the close of the session each participant will

1. Repeat several techniques for reducing risks when serving food and beverages in a museum setting.
2. Evaluate the benefits and risks of allowing special events in a museum.

NEW TECHNOLOGIES FOR STATE PARKS COLLECTION MANAGERS

Purpose: Introduce participants to new developments in computerized systems used by California State Parks museum collection managers.

Performance Objectives: By the close of the session each participant will

1. Demonstrate the features of the Department's new web-based collections program, E-Museum.
2. Identify the current status of the development of a Cultural module of the Department's CAMP program.
3. Evaluate a preview of the Department's new web-based MCFI program.

